SENDING SECURE DOCUMENTS - EMAIL
USING OUTLOOK CONFIDENTIAL SETTING

1. Scan document and send to yourself from scanner. (Note: If sender already has a confidential document saved to their computer/home drive they should proceed to Step 3.)

2. Open your email then rename and save the scanned document to your home drive.

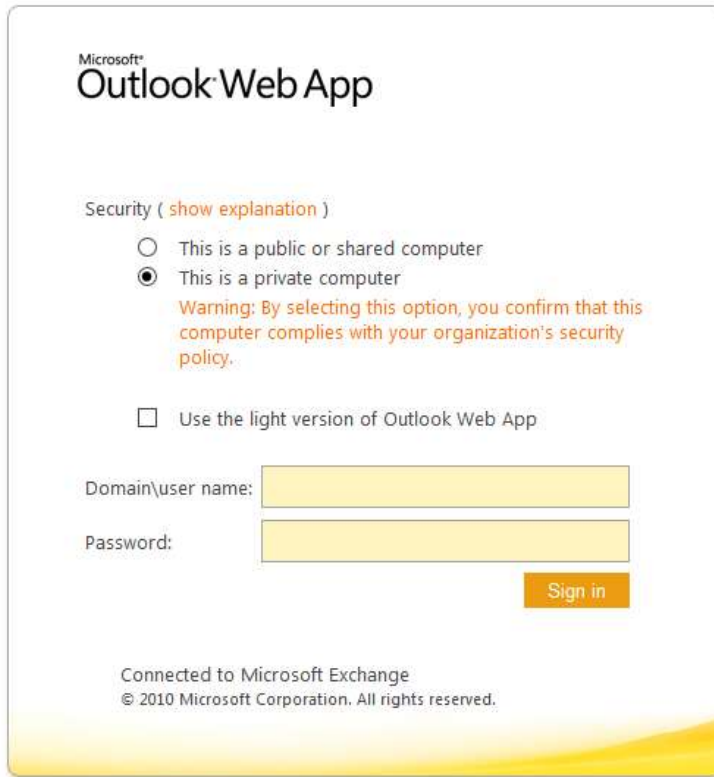3. In Outlook click on New Secure Email

4. The message window will be launched.

5. Address email to the intended recipients.

6. Attach the document to be sent via secure email

7. The Subject field can contain brief description of email.

8. Compose email

9. Send

SENDING SECURE DOCUMENTS - EMAIL
USING OUTLOOK WEB ACCESS (OWA)

1. Log into OWA.
   Check "This is a private computer."
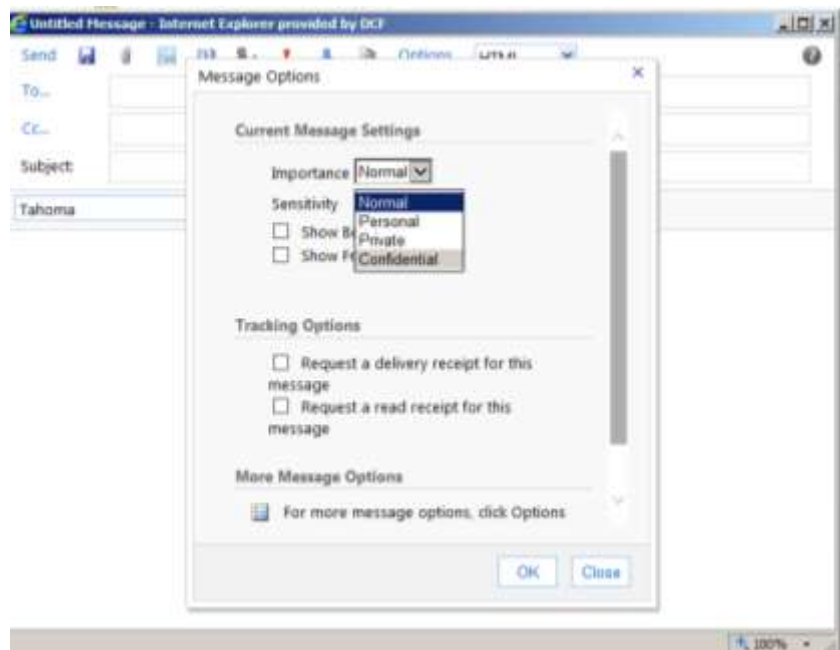   Do not check "Use the light version of Outlook Web App"
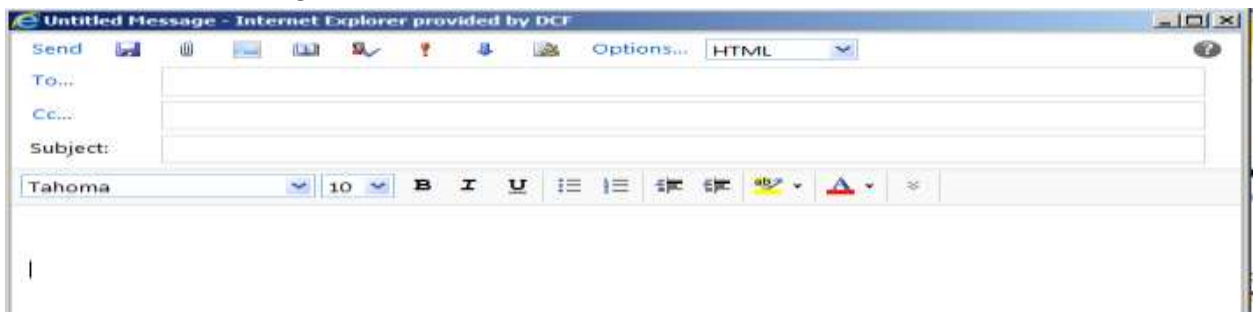

2. Click on NEW

3. The new message window will launch. Click on Options
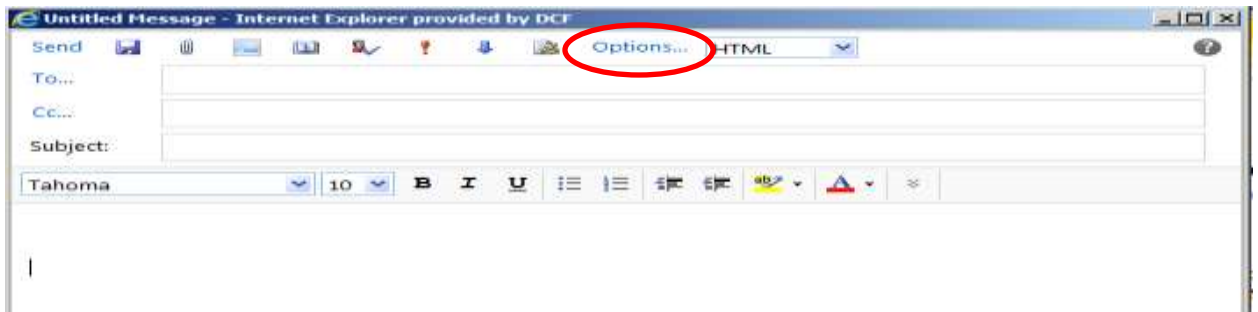
4. Click on Sensitivity, select **Confidential** and click OK

5. You will return to message window.

6. Address email to the intended recipients.

7. Attach the document to be sent via secure email

8. The Subject field can contain brief description of email.

9. Compose email

10. Send